Headquarters U.S. Air Force

Integrity - Service - Excellence

AFCEE DECENTRALIZED ORDERING

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Overview

- ✓ What is Decentralized Ordering?
- ✓ Selecting a Contract/Contractor
- ✓ Current Decentralized Programs
- ✓ Four-Step Process
- ✓ Summary
- ✓ AFCEE Points of Contact
  - For Questions
  - To Initiate Process

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What is Decentralized Ordering?

- Allows multiple organizations to access AFCEE contracts in support of AF missions
- Ideal if organizations want to use an AFCEE contract but want to "do it themselves"
  - Quick, efficient alternative for placing requirement on contract
- Organization's contracting activity responsible for initiating, executing, and managing action
- Memorandum of Agreement finalizes AFCEE & requesting organization understanding
- Using Decentralized Ordering should be a decision coordinated with Civil Engineering, Contracting, and Base Leadership

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Selecting a Contract/Contractor

- **Contractor selection should be made using the contractor selection provision in the basic contract**
- **Prime contractor and teaming partner list available on AFCEE contracting web page in the "Current Contracts" database:**
  - **http://www.afcee.brooks.af.mil/pkv/contracts.asp**
- **NOTE: contractors may not be solicited until authorization to use AFCEE's contracts has been granted**

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Current Programs Supporting Decentralized Ordering

- **4P A-E**

  Supports restoration, pollution prevention, conservation and planning, and construction management. Provides traditional A-E services for design preparation and work plan development; Title II project surveillance and contract administration.

- **Program Ceiling = $1.1B**
- **30 Primes**

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Current Programs Supporting Decentralized Ordering (cont)

- **ECOS - Environmental, Construction, Operations and Services**

  Offers a broad range of construction, repair, services for environmental conservation, compliance, pollution prevention and clean-up activities and demolition work, to include both traditional and environmental.
- **Program Ceiling = $150M**
- **7 Primes**

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Current Programs Supporting Decentralized Ordering (cont)

- **DBP03 – Design Build Plus 03**

  The DB+ follow-on provides single and multifamily housing, commercial and institutional facilities, and to a lesser extent, other facility types, as necessary.

- **Program Ceiling = $2.1B**
- **9 Primes**
- **8(a) Program Ceiling = $400M**
- **6 Primes**

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Current Programs Supporting Decentralized Ordering (cont)

- **WERC - Worldwide Environmental Restoration and Construction**

  Full range of construction and engineering activities to meet all base requirements. Offers environmental and secondary traditional engineering needs as well as demolition repair, emergency reports, and operation and maintenance opportunities for both environmental & traditional engineering activities.

  - **Program Ceiling = $4B**
  - **27 Primes**

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Decentralized Ordering Four Step Process

- Step 1
  - Develop SOW
    - Is SOW IAW basic contract?
  - Prepare supporting documentation:
    - Funding Document
    - Project Identification Number
    - Rough Order of Magnitude Cost Estimate (ROM)
      - Scrub ROM…it drives ceiling amount allowed
    - Contractor Justification Letter

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Decentralized Ordering Four Step Process (cont)

- **SRM (Sustainment, Restoration and Modernization) Coordination**
  - **If work is not SRM, continue processing as decentralized**
  - **If work is SRM, submit request for coordination to AFCESA POC's:**

    POL/Fuels Division - Mr. Pat Mumme, DSN 523-6361

    Handles all POL/fuels system SRM projects

    Vertical Division - Mr. Norm Fowler, DSN 523-6345

    Handles facility-related renovation projects

    Pavements Division - Mr. Jim Greene, DSN 523-6334

    Supports design/construction of pavement

    Utilities Division - Mr. Mike Giniger, DSN 523-6520

    Handles infrastructure utility projects

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Decentralized Ordering Four Step Process (cont)

- **Step 2**
  - **Review the AFCEE website for answers/clarifications**
    - http://www.afcee.brooks.af.mil/pkv/decentorder/
  - **Complete decentralized order request worksheet**
  - **Email request & supporting documents to AFCEE POC**

- **Step 3**
  - **Execute MOA**
  - **Ensure compliance with MOA procedures**
  - **Coordinate signatures**
  - **Email completed MOA to AFCEE POC**

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Decentralized Ordering Four Step Process (cont)

- **Step 4 – Follow up with AFCEE decentralized liaisons on MOA milestones by emailing**
  - **Copy of award documents within 90 days from MOA coordination date**
    - **If award will not/cannot be made, notify POC to cancel MOA**
  - **Modification requests on scope changes, POP extensions, and ceiling increases**
  - **Completed DD Form 1594, Contract Completion Statement to close out task order**

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Decentralized Ordering Summary

- Process used to support Air Force missions
- Benefits to Customer
  - Allows multiple PCO/multiple offices
  - Highly flexible process
  - Provides access to extensive A&E, environmental and construction capabilities
  - Fast contracting mechanism
  - Requestor controls process and gets credit for contract action
  - Customer administers the task order

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To Initiate Process…

For questions related to Decentralized Ordering or to e-mail Decentralized Documentation

Please contact:
The AFCEE Decentralized Liaisons

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